

ABSTRACT OF THE DISCLOSURE

In a meeting held with employment of a plurality of materials, conditions of this meeting are recorded in the form of continuous data, and these materials are distributed to a user P who participates in this meeting by way of a printed matter and/or a screen output. Then, an analyzing unit analyzes the recorded continuous data so as to specify both a material and a place of the continuous data where this material was used. Also, an annotation/material relating unit specifies both an annotation which was added to a distributed material by the user in the meeting and this distributed material. A material matching unit judges a matching characteristic between these specified material and distributed materials. Then, a relating unit links the place of the continuous data where the material having the matching characteristic was employed with respect to the annotation of the distributed material.